

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">Reissue</h3> <p style="text-align: center;">(Changed Area of Consideration to include Off Base Applicant.)</p>		広報番号： Announcement No.	SRFJPMC-040-09(R)
		募集締切日： Closing Date	28 May 09 1 st cut off: 13 Apr 09 2 nd cut off: 7 May 09
		発行日： Date of Issue	23 Mar 09
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LAD:4) Engineer (General), #525 【技師職 (一般)】 受諾可能な下位等級 Acceptable Trainee Level: 1-5 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.2em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity US NAV SRF & JPMC YOKOSUKA JA Carrier Program Office (C112) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (_ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645 /1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached sheet.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of Doctorate Degree in accredited Graduate School in a related field may qualify him/her at 1-7 level. b. Must be a college or university graduate with specialized education in civil, marine, mechanical, electronics, electrical or related engineering field, or possess an official engineering license. c. Knowledge of professional engineering concepts, principles, methods, practices in Aircraft Carrier Engineering field to resolve technical engineering problems. d. Knowledge of shop trades, craft techniques, practices, equipment, machine, methods and procedures that support carrier maintenance and repair. e. Skill in operating computer such as Microsoft Outlook/Word, Excel, Power point, other technical/engineering planning software for reports and presentations. f. Ability to plan, develop, design, review the whole aspects of Aircraft Carrier Engineering procedures. g. Ability to coordinate/negotiate effectively with Engineering and Planning Department, contractor and COR to resolve work discrepancy for further project team goals. h. Ability to speak, read and write English at exceptional proficiency level (LAD-4). * An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level. 1-6: One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, possession of Master's Degree in a related field may qualify him/her at 1-6 level. 1-5: One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. In addition, qualification #b for 1-7 level is also required at 1-6 and 1-5 levels. * A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
学歴 Educational Background : See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し（土木/海洋/機械/電子/電気等）又は関連分野における公的な免許状の写し Copy of Educational Background (major in civil, marine, mechanical, electronics, electrical or related engineering field) or official license in a related field.</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 6 時より、午後 6 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Ms. Satomi/Ms. Imaizumi 軍電 (DSN) 243-4553/243-4554

PD No.: SRFJPMC-112-003	PD is accurate and current. Certified by Activity: gc	HRO: (1/8) mm (1/12) ms 1/13 (3/17)mm3/18 ms 3/18
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

TASK LIST (SRFJPMC-112-003)

The Assistant Project Engineer (APE) performs engineering work in the field of general engineering to support the Carrier Program Office's Project Engineer. The work requires knowledge and capabilities dealing with a wide range of duties in Aircraft Carrier Engineering to arrive at mutually satisfactory solutions to technical engineering problems. The position must be able to independently perform duties with minimal technical supervision from higher authority; selects, interprets and applies standard guidelines while modifying, adapting, and making compromises to meet the requirements of the assignment.

Responsibility for C112 Primary Design POC

- The position is primary POC for all design-related tracking and recommendations (~18 hours a week). Independently review all work discrepancies requiring design change and recommend prioritization to design based on work schedule and project team desires. Part of this is recognizing and recommending ways to expedite process of planning products to meet project team milestones based on independent analysis and coordination with C200. Upon discovery of work process problems, the candidate may be requested to develop new recommended solutions to further project team goals while ensuring that technical requirements are met.

Responsibility for C112 Primary TAR assistant.

- The position is primary assistant to the Contract Officer's Representative (COR) to provide technical review of all contractor proposals for technical accuracy (~18 hours a week). Within the scope of this project is the requirement to independently assess proposed costs, man-hours, and material for comparison to the IGE and providing timely reports using Microsoft Office products to the COR for review and further negotiation with the contractor. Also within the scope of this project is to attend meetings with the Contracting Officer, COR and contractor to independently discuss discrepancies in the proposals without requiring assistance from C200 design.

1. Technical (60%)

Engineering calculations, specification writing and research
Coordination with and/or surveillance over engineering work
Independent review of project jobs for technical accuracy
Provide technical support for Task Group Instructions (TGI) / Maintenance Work Orders (MWO) discrepancies with prompt resolution of DR / DL/ Z4 notifications
Work with EPD personnel to evaluate, track, and provide technical resolution to Engineering Liaison Memorandums (ELMs)
Prioritize planning products that result from new work or work growth
Assist the Project Engineer in expediting TGIs / MWOs through EPD in support of the timely completion of ship availabilities
Proficiency or willingness to become proficient in using technical software, such as NMAIS, IMS, AIM, AITS and other engineering planning software
Perform other related or incidental duties as assigned

2. Reporting and Administrative (40%)

Independent cost estimation on a level equal to SRF-JPMC Planning Department
Communicate and coordinate with SRF-JPMC Engineering, Planning and Design (EPD) to resolve differences between contractor proposals and IGE's developed by SRF-JPMC EPD, to assist in generation of Technical Advisory Reports (TARs).
Communicate and coordinate with SRF-JPMC Engineering, Planning and Design (EPD) to resolve in DR/DL/Z4 notifications
Gather and analyze statistical data and project metrics with recommended action for presentation to department-head level personnel.
Independently research supporting engineering data for regular department reports and presentations

Proficiency in administrative tools, such as Word, Excel, and Power Point
Perform other related or incidental duties as assigned

This type of work requires consideration of and selection from several alternative approaches or solutions to problems to arrive at the best treatment from a technical standpoint, and sometimes requires substantial adaptation from standardized guides and criteria. It also requires practical knowledge of shop trades, craft techniques, practices, equipment, machines, methods, and procedures that support carrier maintenance and repair. Must be a college or university graduate with specialized education in civil, marine, mechanical, electronics, electrical or related engineering field, or possess an official engineering license.